

Uploading Files to Minnesota Housing Using Single Family Secure File Exchange

Rev. 6/17/14



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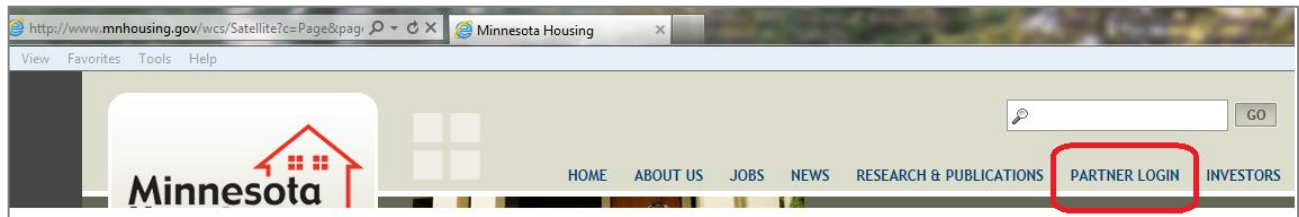
An equal opportunity employer.

This information will be made available in alternative format upon request.

MINNESOTA HOUSING – SINGLE FAMILY SECURE FILE EXCHANGE USER INSTRUCTIONS

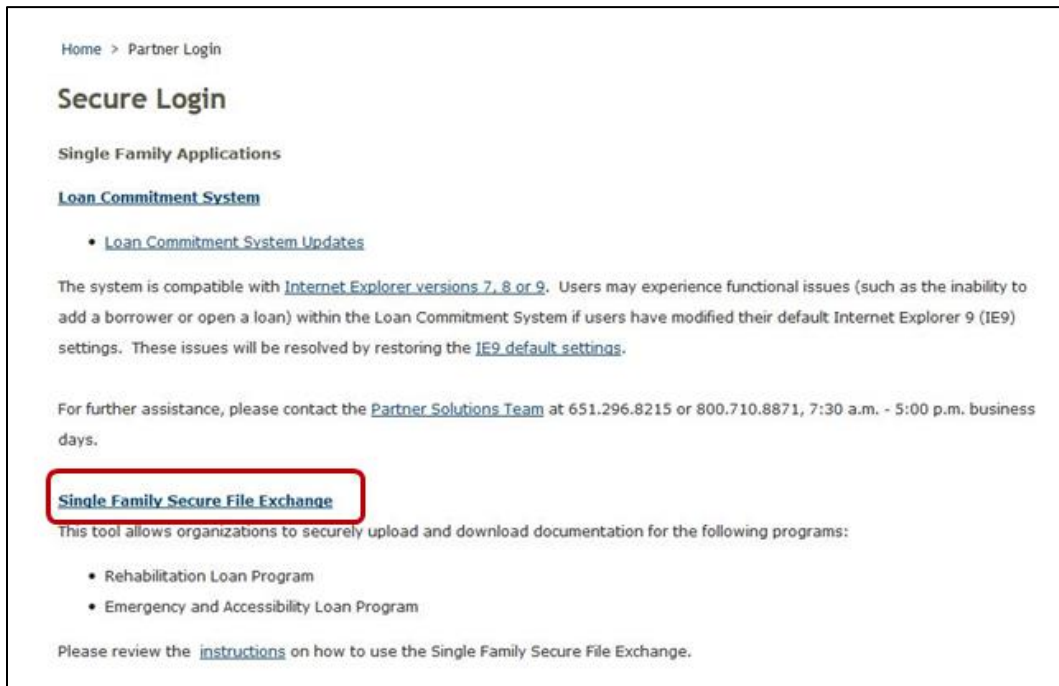
Step 1:

Go to www.mnhousing.gov. Click on Partner Login on the top navigation.



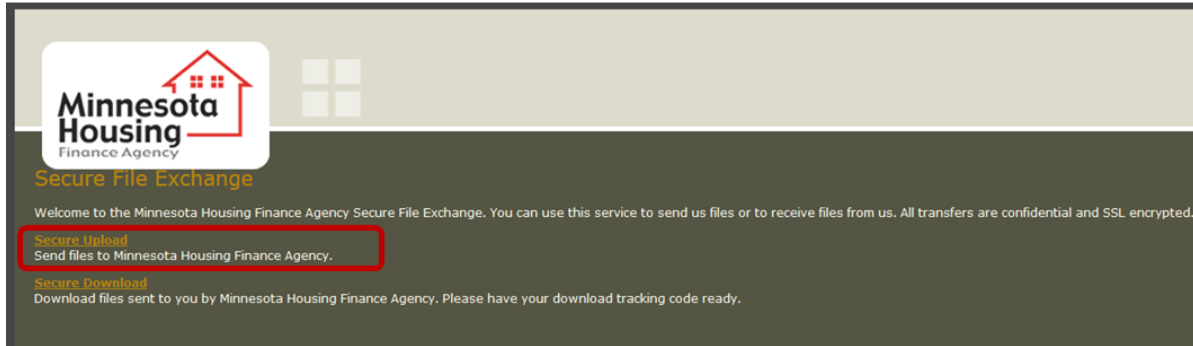
Step 2:

Under **Secure Login**, click on the **Single Family Secure File Exchange**.



Step 3:

The **Secure File Exchange** site will appear. To send files to Minnesota Housing, click on **Secure Upload**.



Step 4:

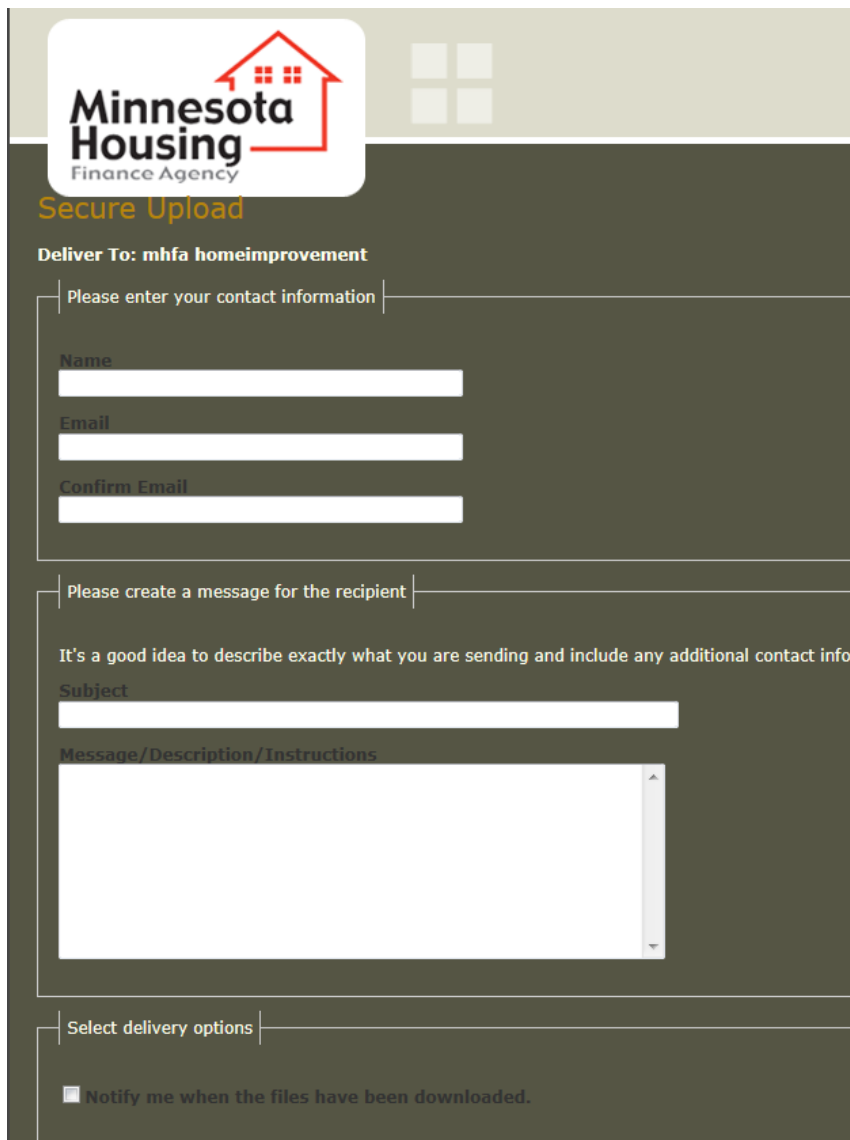
The next screen will request the recipient's email address. In this field, enter MHFA.Homeimprovement@state.mn.us.



Step 5:

Enter the following Information:

- Name
- Email Address
- Confirm Email Address
- Subject
- Message/Description/Instructions: Include any instructions regarding your documentation to be submitted
- Optional: Notify me when files have been downloaded. [Checkbox]



The screenshot shows the 'Secure Upload' form for the Minnesota Housing Finance Agency. The form is titled 'Secure Upload' and includes a header with the agency's logo. Below the title, it says 'Deliver To: mhfa homeimprovement'. The form is divided into three main sections: 'Please enter your contact information', 'Please create a message for the recipient', and 'Select delivery options'. The first section contains three input fields for 'Name', 'Email', and 'Confirm Email'. The second section contains a 'Subject' input field and a 'Message/Description/Instructions' text area. The third section contains a checkbox labeled 'Notify me when the files have been downloaded.'.

Minnesota Housing
Finance Agency

Secure Upload

Deliver To: mhfa homeimprovement

Please enter your contact information

Name
[Input Field]

Email
[Input Field]

Confirm Email
[Input Field]

Please create a message for the recipient

It's a good idea to describe exactly what you are sending and include any additional contact info.

Subject
[Input Field]

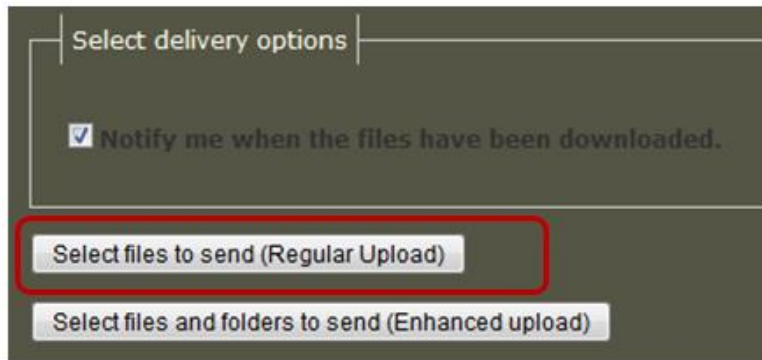
Message/Description/Instructions
[Text Area]

Select delivery options

☐ Notify me when the files have been downloaded.

Step 6:

After filling in all the pertinent information, click on **Select Files to Send (Regular Upload)**.



Select delivery options

☒ Notify me when the files have been downloaded.

Select files to send (Regular Upload)

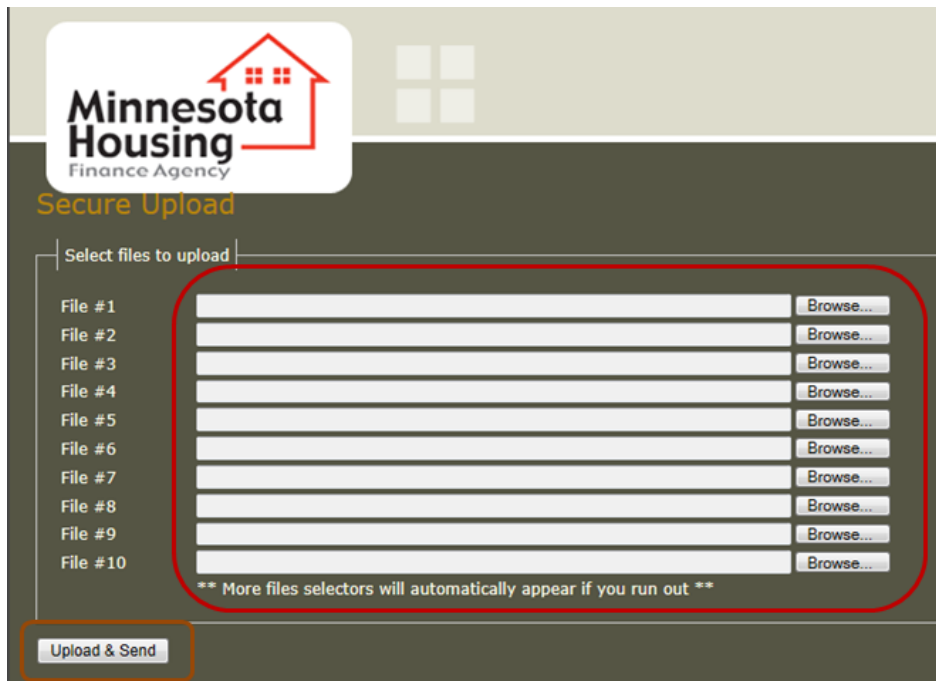
Select files and folders to send (Enhanced upload)

You may also choose **Select files and folders to send (Enhanced Upload)**. *Note: The enhanced upload requires Java support to utilize. Contact your technical team for further assistance.*

Step 7:

The next screen allows you to select the files you wish to upload. Click on the **Browse** button and navigate to your file location. Use another line in the Secure Upload form to browse to another file if desired.

Scroll down to the bottom of the screen. When ready, click the **Upload and Send** button.



Minnesota Housing Finance Agency

Secure Upload

Select files to upload

File #1	<input type="text"/>	Browse...
File #2	<input type="text"/>	Browse...
File #3	<input type="text"/>	Browse...
File #4	<input type="text"/>	Browse...
File #5	<input type="text"/>	Browse...
File #6	<input type="text"/>	Browse...
File #7	<input type="text"/>	Browse...
File #8	<input type="text"/>	Browse...
File #9	<input type="text"/>	Browse...
File #10	<input type="text"/>	Browse...

** More files selectors will automatically appear if you run out **

Upload & Send

MINNESOTA HOUSING – SINGLE FAMILY SECURE FILE EXCHANGE USER INSTRUCTIONS

When the files have been successfully uploaded, the following message will be displayed:

